



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Assistant Director, Property Tax (Executive)
Division: Property Tax

Location: Olympia, WA
Notice: EMS 06-0001

Opens: April 12, 2006
Closes: Open until filled, candidates are encouraged to apply by May 12, 2006

Property Tax Division Profile:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

Under the direction of the Senior Assistant Director - Operations, the Assistant Director of Property Tax provides statewide leadership in the administration of property tax law and directs the activities of all Property Tax Division personnel in the fulfillment of assigned Department responsibilities – per statute, rules, and Governor and/or Agency Director expectations.

Primary Duties:

Oversee and provide leadership to division management team and staff. The Property Tax Division has the responsibility for the supervision and control of property tax administration and assessments statewide. This responsibility includes, but is not limited to the following:

- Direct valuation, assessment and allocation of values for all centrally assessed utility properties in Washington State. Valuation of complex industrial and commercial properties on an advisory basis. Compliance and performance audits of local property tax administration.
- Interpretation of Revised Code of Washington (RCW) related to property tax law; development and administration of all Washington Administrative Code (WAC) rules associated with statutory mandates and the formulation of processes, forms, and training necessary for county assessors, taxpayers, and tax professionals to understand and/or administer these laws on the state, county and local levels.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

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WASHINGTON'S
FUTURE**

- Annual review, measurement, and reporting of county assessment levels. This process of creating ratios is used in the equalization of the state school levy. Division also has responsibility and authority to monitor, regulate, and advise on the uniform and correct application of property tax laws in all 39 counties.
- Administration of all property tax exemptions for nonprofit organizations. This includes direct processing and approval authority for all exemptions and providing guidance, administration assistance, training and review of the county administration of senior citizen exemption and deferral programs, current use and open space programs.

Compensation:

\$77,526 - \$93,032 annually (EMS 4), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

The Assistant Director of the Property Tax Division is responsible for the proposal, development, and implementation of legislation, rules, policies, methodology, procedures, and formulas related to the administration of property tax law to the highest possible level of effectiveness and efficiency. Leadership responsibilities involve the immediate staff of the Division and the indirect leadership and regulatory authority over county assessors, county boards of equalization, county commissioners, county treasurers, county auditors, and all other county officials, as their duties relate to the administration of property tax law (RCW 84.08.010)

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, budget management, cost benefit analysis, human resources management practices and principles, delegation, motivating and mentoring. In addition, the following knowledge and abilities are required:

Knowledge of: Processes associated with state and agency budgeting; property tax laws and rules, legal processes and protocol, personnel administration, union processes and protocols, county and local government administration, media relations, and the workings of relevant special interest groups; and property valuation, general real estate, accounting, law, and financial analysis and or general business. A familiarity with the legislative environment, including political practices and protocols is also desired.

Ability to: Effectively communicate both verbally and in writing; successfully analyze organizations, envision, articulate, and promote change and successfully implement internal change; effectively use negotiation, facilitation, mediation, and conflict resolution skills; analyze and position the Division within the external environment to maximize implementation success and effectiveness; motivate and sustain employee morale; participate, lead, facilitate, and encourage within a team environment. Project management skills and strong multi-tasking abilities are desired.

The successful candidate should have at least a Bachelor's degree involving major study in accounting or closely allied field and five years of management/leadership experience in property tax or related field.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position; state application; and a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment. You can find a blank state application form at:

<http://www.dop.wa.gov/NR/rdonlyres/FDDC0C82-A795-4B58-8BB5-F7C9C20779C8/0/StateApplication.doc>

In addition, provide a response of no more than two pages in total to the following:

- 1) Describe your experience in the administration of property tax law.
- 2) Describe your experience as a key decision maker for an organization.
- 3) Briefly describe any activities or projects you have been involved in that demonstrate your initiative and ability to work well with other people and achieve results.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.